

Budget Officer,
National Security Council

6 August 1959

Deputy Chief, Fiscal Division

National Security Council - Annual Physical Inventory
of Nonexpendable Property

1. In compliance with your memorandum dated 2 October 1957, we have completed the taking of the subject inventory. The resultant findings are explained on the attached schedule of differences. Certain items were found at variance with the perpetual inventory control records maintained for the Council by the Fiscal Division. In conformity with standard inventory procedure a second count was taken of those items found to be over or under the perpetual records. In order to validate our findings three persons made a separate and independent count of the items in question and reached the same conclusion.

2. As a matter of interest there were found to be 113 items of inventory, 12 more than in the previous year. Seven of these items were discovered in the inventory and are not currently in the perpetual records. The other five are new acquisitions during the year's business. The storage room was noticed to be in worse condition than in the previous year. In taking the inventory of this room only such items as were in the perpetual inventory records were searched out to ensure their being included in the count. It would require several days to catalog and restore this room to reasonably good inventorial condition. There are 56 rooms to be inventoried in which, among other items, 321 chairs, 48 tables, 81 desks, 93 stands, and 80 typewriters were counted; whereas, there are only 62 employees, two less than the previous year. Chairs increased by one, desks by two, and stands by three over last year's inventory. Tables and typewriters did not change.

3. The certificate of title for the station wagon identified as 2010-009-1411, Ford 1956 - 8 passenger, 6 cylinder is on file with the property officer for the Council; whereas, the certificate of title for the other station wagon was held by the [REDACTED] Office in behalf of the Council. In our opinion both certificates of title should be maintained in the same office.


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4. Equipment, including twenty-one typewriters and three sound recorders valued in excess of \$5,000, is stored in the now overflowing supply room and there is no apparent likelihood that the bulk of this property will be required or used by the Council. In the interest of good governmental economy, it is suggested that consideration be given to taking the necessary action for disposal of all items not required. This would provide a usable and better appearing storeroom in addition to preventing complete obsolescence of items not now in use.

5. In order to correct the perpetual inventory records, it will be necessary that the findings as stated on the attached schedule of differences be approved by the Executive Secretary of the National Security Council. This approval was sought as a result of last years findings but for some reason was not obtained. The approval will provide the necessary vehicle to adjust the financial records of the Council to reflect the actual physical inventory of nonexpendable property on hand.

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Attachment

BM/mjr

Distribution:

- Orig. & 1 - Addressee
- ✓ 1 - Fiscal file
- 1 - Accounting Branch
- 1 - FPB